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Executive Registry

63-9239

## OFFICE OF THE DIRECTOR

Action Memorandum No. A-333Date 13 December 1963A  
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TO : Deputy Director/Intelligence

SUBJECT : Economy Measures

## REFERENCE:

1. In reviewing the over-all Agency structure and activities in an effort to determine areas where economies in manpower and money can be achieved, we are identifying particular units which we believe should be examined in some depth to ascertain whether they are still performing needed functions, or whether their activities are at a level commensurate with the cost. In this connection I am addressing memoranda to each of the Directorates requesting that at this time they perform this review in connection with specific offices or activities. In the DD/I area would you please institute immediate reviews along the following lines:

a. At the present time OCI receives from NSA a volume of reports that has increased 500% in the last three years. These reports are received over three communications links in the Message Center which in turn relays them by teletype to OCI on the seventh floor. Indicative of the volume of this traffic is the fact that it costs \$80,000 for teletype paper alone in order to handle it. I am suggesting that we might be able to effect economies if this volume were reduced either by a more selective system of requirements or perhaps a small staff at NSA to screen the material before transmission.

b. As I have mentioned to you, I believe the entire area of registries and files in OCR is worthy of examination. With particular reference to effecting economies at the source, I wish to call your attention to the Documents Division in OCR, its present size and strength, and suggest that a study be made to determine whether we really need all of the

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thousands of documents now flowing into this Agency each day. If we could cut this flow by 1/3 or 1/2 we could undoubtedly achieve savings in manpower in the Documents Division of OCR.

2. I would appreciate a report on these subjects by 15 January.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director-Comptroller

LBK:drm

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*Ans. by ER 64-334, 15 January 1964.*